

## EQUIPMENT SPECIALIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4511(3288)	Equipment Specialist I	02	504	6 mo.	05/07/97
4512(3288)	Equipment Specialist II	02	504	6 mo.	05/07/97
4513(3288)	Equipment Specialist III	02	504	6 mo.	05/07/97

Promotional Line: 241

### Series Narrative

Employees in this series provide equipment assessment services to units in a college or university regarding the procurement, evaluation, modification, substitution, operation, maintenance, or repair of specialized technical equipment used in teaching or research.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Equipment Specialist I** **4511(3288)**

Employees at this level are responsible for the procurement, for research, for design problems, and for recommending maintenance, or repair of specialized technical equipment used in teaching or research in a department. the employees work under general supervision from a designated supervisor.

An Equipment Specialist I typically--

1. determines, recommends, and procures technical equipment needed to satisfy the requirements of a particular department
2. determines suitability of substitute technical equipment and recommends modification of such items to satisfy the requirements of a department
3. studies engineering blueprints, observes test performance, compiles critical test data, and recommends specification changes to new or modified equipment to avoid anticipated operational, maintenance, and repair difficulties
4. determines if a chronic maintenance problem should be solved through a change in maintenance or a modification in equipment design
5. selects and allocates the repairs required to support new or modified equipment
6. performs documentary research and/or item examination necessary to identify and described requested equipment
7. provides technical data necessary to ensure accurate procurement descriptions
8. recommends modifications to substitute items offered

9. performs other related duties as assigned

**Level II: Equipment Specialist II****4512(3288)**

Employees at this level develop guides and precedents in the areas of procurement, for research, for design problems, and for recommending maintenance programs related to specialized technical equipment used in teaching or research in several technical departments or a major division of a university or college. the employees work under administrative supervision from a designated supervisor.

An Equipment Specialist II typically--

1. determines, recommends, and procures technical equipment needed to satisfy the requirements of a particular division
2. determines suitability of substitute technical equipment and recommends modification of such items to satisfy the requirements of a division
3. evaluates design specifications and prototype models of new or extensively modified pieces of equipment, including testing and recommending practical design changes
4. makes decisions on equipment procurement based on intensive knowledge of the equipment involving the functions, wear ability, reparability, life expectancy, and anticipated used of the equipment
5. determines maintenance procedures required to support equipment during use
6. determines range and depth of repairs and types of tools needed to support specific equipment
7. determines extent of repair or modification required as an alternative to disposal of equipment
8. determines modifications required to adopt any substitute items
9. performs other related duties as assigned

**Level III: Equipment Specialist III****4513(3288)**

Employees at this level provide technical advice, assistance, and specialized equipment knowledge needed to support technical equipment used in teaching or research in a school or comparable division of a university or college. The employees work under administrative supervision from a designated supervisor.

An Equipment Specialist III typically--

1. determines, recommends, and procures technical equipment needed to satisfy the requirements of a particular school
2. determines suitability of substitute technical equipment and recommends modification of such items to satisfy the requirements of a school
3. evaluates specifications, examines mock-ups and prototypes, and provides designated personnel with technical and descriptive performance data

4. dismantles, when determined necessary, the various prototype models and examines the entire piece of equipment to determine adequacy of moving parts, tolerances, dimensions, weight, construction, and composition
5. performs comparison tests to observe and evaluate the performance of prototype under operating conditions (such as extremes of heat and cold)
6. recommends the redesign of faulty equipment and tools or the substitution of appropriate materials
7. develops new or modified techniques for repair or maintenance of equipment
8. determines quality and quantity of repair parts and types of tools needed to support equipment during use
9. studies blueprints and specifications
10. develops maintenance policies and procedures
11. conducts training courses needed for the development of personnel in the use, repair, and maintenance of equipment
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Equipment Specialist I**

**4511(3288)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of technical, trade, or craft experience, education, and/or training related to one or more areas of equipment specialization

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of mechanical principles, construction, operation, overhaul, maintenance, repair, and installation of equipment
2. knowledge of the basic physical sciences
3. ability to read and interpret blueprints and technical publications
4. ability to understand and interpret standard shop terminology

**Level II: Equipment Specialist II****4512(3288)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of technical, trade, or craft experience, education, or training related to one or more of the areas of equipment specialization
2. two years of specialized experience, education, or training comparable to, or gained as, an Equipment Specialist I

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of mechanical principles, construction, operation, overhaul, maintenance, repair, and installation of equipment
2. knowledge of the basic physical sciences
3. ability to read and interpret blueprints and technical publications
4. ability to understand and interpret standard shop terminology

**Level III: Equipment Specialist III****4513(3288)**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of technical, trade, or craft experience, education, or training related to one or more of the areas of equipment specialization
2. two years of specialized experience, education, or training comparable to, or gained as, and Equipment Specialist II

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of mechanical principles, construction, operation, overhaul, maintenance, repair, and installation of specialized equipment
2. ability to provide technical advice concerning specialized equipment to subordinates, faculty, or to any member of a department in question
3. ability to read and interpret blueprints and technical publications
4. ability to understand and interpret standard shop terminology

Equipment Specialist I  
Equipment Specialist II  
Equipment Specialist III

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